

# Harvard Style Referencing Guide for Social Work

**A library guide to using the Harvard referencing style for Social  
Work students.**

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# Harvard style referencing for social work

## WHY DO YOU HAVE TO REFERENCE?

- To avoid plagiarism
- To enable a reader to trace your sources
- To enable a reader to distinguish your ideas from someone else's
- To support your ideas and theories

There are two parts to referencing using the Harvard style:

- **Citation in the text**
- **Reference list at the end**

## CITATIONS IN THE TEXT

When you use information from another source (printed or electronic), you must acknowledge this briefly within the text of your work by giving the author's family name and the year of publication. This is known as a **citation**. Here are some examples of how to write citations correctly:

- **For a document by a single author:**

In his historical overview of social work, Horner (2009) explains that.....

Social work has the potential to empower people. (Adams, 2010)

- **For a document by up to three authors:**

When citing a document by 2 or 3 authors, cite them both / all:

Ferguson and Woodward (2009) argue in favour of a radical approach to social work....

- **For a document by more than three authors:**

When there are more than 3 authors, just cite the first author, followed by *et al* ("et al" is Latin for "and others")

An investigation by Stanley *et al* (2011) into children's responses to domestic violence showed that...

- **When the author is the name of an organisation**

A project undertaken by Save the Children Fund (1990) on the rights of the child outlined....

## Quotations and paraphrasing

- **Quotations**

If you are using the author's original words, put them in quotation marks (" ") and include the page number with your citation.

"Social workers working with children need to act in a way which is conducive to respect for and promotion of human rights." (Williams, 2008, p. 32).

- **Paraphrasing**

This means reading and understanding the original and then expressing the ideas in your own words, **without changing the facts or meaning of the original**. Of course, you still need to provide a citation in the text and a reference in the reference list at the end to show where you got the idea from. Here is an example:

Original text:

It is not only lay members of the public who are prone to viewing alternative child rearing as aberrant; child welfare professionals – social workers, schoolteachers, family therapists and family lawyers – are also susceptible.

Paraphrase:

According to views expressed by Owusu-Bempah (2010), many professionals working with children believe that it is unnatural for anyone other than the genetic parents to bring up children.

## Secondary sources

Sometimes you will need to cite the ideas of one author which you have read about in the work of another author. It is always best to read the original source but if this is not possible, you must cite the author of the original idea as well as the author of the source you found it in (the secondary source).

Coulter (2011) cites Walsh (2006) to demonstrate that family approaches to treatment work best.

But, in the reference list, you only need to give details of the (secondary) source you have used i.e., in the above example, in the reference list, you only need to include a reference for the Coulter source.

## REFERENCE LIST

This appears at the end of your document. It is the list of the sources that you have used. (It is not added to your word count). The references should contain enough detail to enable another reader to find and locate the exact text you are referring to. In the Harvard referencing style, references are listed in alphabetical (A-Z) order according to the family name of the first author or editor or to the owner of a website.

The format of each reference will vary slightly, depending on where you got the information from (e.g. book, article, website...etc) but most references will include details of the names of the author(s), date of publication, title etc. There are recommended ways of highlighting titles (e.g. in *italics*) or using punctuation.

The names of authors and editors are written in the format: family name, followed by initial(s) e.g. Holt, K.

You need to be aware that there are several variations of the Harvard referencing style. This guide covers the main things you need to know about a version of Harvard which is generally acceptable at Bradford University.

Below are examples of how you would construct references for the most common types of information source.

### Book

The reference for a book must include the following elements

- Author(s)/Editor(s)
- Year of publication in (round brackets)
- Title: subtitle in *italics*
- Edition if later than the first edition e.g. 4<sup>th</sup> edn.
- City/town of publication: Publisher

Examples

Horner, N. (2009) *What is social work: context and perspectives*. 3<sup>rd</sup> edn. Exeter: Learning Matters.

Ferguson, I. and Woodward, R. (2009) *Radical social work in practice: making a difference*. Bristol: Policy Press.

### Chapter in a book

- Author(s) of the chapter
- Year of publication in (round brackets)
- Title of the chapter

- In:
- Name(s) of the editor(s) followed by ed.(s)
- Title of the book in *italics*
- City/town of publication: Publisher
- Pages numbers of the chapter preceded by pp.

Example:

McCulloch, K. and Tett, L. (1999) Professional ethics, accountability and the organisational context of youth work. In: Banks, S. (ed.) *Ethical issues in youth work*. London: Routledge. pp. 37-54.

### Electronic books (e-books)

- Author(s)
- Year of publication in (round brackets)
- Title of book in *italics*
- Name of e-book collection in *italics*
- [Online] in [square brackets]
- Available at: followed by short URL – up to the first forward slash /
- Accessed: date in (round brackets)

Example:

Lyons, P. and Doueck, H.J. (2009) *The dissertation: from beginning to end. Dawsonera* [Online]. Available at: <http://www.dawsonera.com>. (Accessed: 9 August 2011).

### Journal article (printed journal)

- Author(s)
- Year of publication in (round brackets)
- Title of article
- Title of journal in *italics* with capital letters for each significant word,
- Volume
- Issue/part number in (round brackets)
- Pages numbers preceded by pp.

Example:

Daleiden, E., Pang, D., Roberts, D., Slavin, L. and Pestle, S. (2010) Intensive home based services within a comprehensive system of care for youth. *Journal of Child and Family Studies*, 19(3), pp. 318-325.

## Electronic journal article (e-journal)

- Author(s)
- Year of publication in (round brackets)
- Title of article
- Title of journal in *italics* with capital letters for each significant word,
- Volume
- Issue/part number in (round brackets)
- Pages numbers preceded by pp.
- Online in [square brackets]
- Available at: URL of publisher/collection or Digital Object Identifier
- Accessed: date in (round brackets)

Example (if there is no DOI)

Skinner, C. and Davidson, J. (2009) Recent trends in child maintenance schemes in 14 countries. *International Journal of Law Policy and the Family*, 23(1), pp. 25-52. [Online]. Available at: <http://lawfam.oxfordjournals.org/> (Accessed: 7 January 2011).

Example (with DOI)

Hardie, J. and Lucas, A. (2010) Economic factors and relationship quality among young couples: comparing cohabitation and marriage. *Journal of Marriage and Family*, 72(5), pp. 1141–1154. [Online] DOI: 10.1111/j.1741-3737.2010.00755.x (Accessed: 7 January 2011).

## Web page with author (person or organisation)

- Organisation/ author
- Year that the page was published/last updated in (round brackets)
- Title of internet site/ report in *italics*
- Available at: URL
- Accessed: date in (round brackets)

Examples:

Brodie, I., Goldman, R. and Clapton, J. (2011) *Mental health service transitions for young people*. Available at: <http://www.scie.org.uk/publications/briefings/briefing37> (Accessed: 6 April 2011).

NSPCC (2010) *Child protection legislation in the UK*. Available at: [http://www.nspcc.org.uk/Inform/research/questions/child\\_protection\\_legislation\\_in\\_the\\_uk\\_wda48946.html](http://www.nspcc.org.uk/Inform/research/questions/child_protection_legislation_in_the_uk_wda48946.html) (Accessed: 6 April 2011).

## Online newspaper / magazine article

- Organisation/ author
- Year that the article was published/last updated in (round brackets)
- Title of the article
- Online in [square brackets]
- Title of the newspaper/magazine in *italics*
- Available at: URL
- Accessed: date in (round brackets)

Example:

Shaw, J. (2011) Coping with peer pressure. *Women's Own* [Online] Available at: <http://www.goodtoknow.co.uk/family/152259/Coping-with-peer-pressure> (Accessed: 6 June 2011).

## Conference proceedings paper

- Author of paper
- Year of publication in (round brackets)
- Title of paper
- Title of conference: subtitle in *italics*
- Location and date of conference
- City/town of publication: Publisher
- Page numbers preceded by pp.
- Page numbers preceded by pp.

Example:

Brown, M. (1983) Deprivation, disadvantage and the family in Britain. *Family matters: perspectives on the family and social policy: proceedings of the symposium on priority for the family*. London, 3-5 November 1981. Oxford: Pergamon, pp. 49-56.

## Points to remember

- Include the names of all the authors in the reference list
- For authors, write the family name followed by initial(s)
- Your reference list should be in alphabetical (A to Z) order by the family name of the first author or name of the organisation
- Abbreviate editor to ed. (or eds. if there is more than one)

- Abbreviate edition to edn.
- For the titles of books, book chapters or journal articles, don't use capital (upper case) letters except for the first letter of the first word and for the first letter of the names of places or people.
- For the titles of journals, use capital letters for the first letter of the first word and for the first letter of each significant word only
- A journal issue can be a number e.g. (3), month e.g. (April) or season e.g. (Summer)

## EXAMPLE OF A REFERENCE LIST

Brodie, I., Goldman, R. and Clapton, J. (2011) *Mental health service transitions for young people*. Available at:  
<http://www.scie.org.uk/publications/briefings/briefing37> (Accessed: 6 April 2011).

Brown, M. (1983) Deprivation, disadvantage and the family in Britain. *Family matters: perspectives on the family and social policy: proceedings of the symposium on priority for the family*. London, 3-5 November 1981. Oxford: Pergamon, pp. 49-56.

Daleiden, E., Pang, D., Roberts, D., Slavin, L. and Pestle, S. (2010) Intensive home based services within a comprehensive system of care for youth. *Journal of Child and Family Studies*, 19(3), pp. 318-325.

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Hardie, J. and Lucas, A. (2010) Economic factors and relationship quality among young couples: comparing cohabitation and marriage. *Journal of Marriage and Family*, 72(5), pp. 1141–1154. [Online] DOI: 10.1111/j.1741-3737.2010.00755.x (Accessed: 7 January 2011).

Horner, N. (2009) *What is social work: context and perspectives*. 3<sup>rd</sup> edn. Exeter: Learning Matters.

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McCulloch, K. and Tett, L. (1999) Professional ethics, accountability and the organisational context of youth work. In: Banks, S. (ed.) *Ethical issues in youth work*. London: Routledge. pp. 37-54.

NSPCC (2010) *Child protection legislation in the UK*. Available at:  
[http://www.nspcc.org.uk/Inform/research/questions/child\\_protection\\_legislation\\_in\\_the\\_uk\\_wda48946.html](http://www.nspcc.org.uk/Inform/research/questions/child_protection_legislation_in_the_uk_wda48946.html) (Accessed: 6 April 2011).

Shaw, J. (2011) Coping with peer pressure. *Women's Own* [Online] Available at:  
<http://www.goodtoknow.co.uk/family/152259/Coping-with-peer-pressure>  
(Accessed: 6 June 2011).

Skinner, C. and Davidson, J. (2009) Recent trends in child maintenance schemes in 14 countries. *International Journal of Law Policy and the Family*, 23(1), pp. 25-52. [Online]. Available at: <http://lawfam.oxfordjournals.org/> (Accessed: 7 January 2011).